



**FOR CLERK USE ONLY**  
City Council  
Item No. \_\_\_\_\_

## CITY COUNCIL AGENDA FACT SHEET

Administration

Department

November 17, 2009

Requested Date

**1. Request:**Council Approval ☐Other (specify) ☐Information Only/  
Presentation ☐Hearing ☐**2. Requested Action:**

Appoint a person to fill the Council vacancy and administer oath.

**3. Fiscal Impact:**

Revenue:

Increase ☐Decrease ☐

Cost:

Increase ☐Decrease ☐Does Not Apply ☒

Source: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Source: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**4. Reviewed By:**

Finance Dept. on \_\_\_\_\_

By: \_\_\_\_\_

Comments: \_\_\_\_\_

City Attorney on \_\_\_\_\_

By: \_\_\_\_\_

Comments: \_\_\_\_\_

**Note: Back up must be submitted along with this form. Deadline is 5:00 p.m., 2 Fridays before the scheduled meeting date.**

**CLERK USE ONLY:**

CITY COUNCIL DATE: \_\_\_\_\_

Action ☐Consent ☐Hearing ☐Filing ☐Presentation ☐Other(specify) ☐ \_\_\_\_\_

Reviewed by: City Clerk \_\_\_\_\_

Date \_\_\_\_\_

City Manager \_\_\_\_\_

Date \_\_\_\_\_